



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:

This position is:

- ☐ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☒ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division:

☐ New ☐ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Program Analyst 4
- b. Classification No: X0863 c. REPR Code: MMN
- d. Position No: 2731366 / 000000184496
- e. Working Title: Rural Health Transformation Program (RHTP) Cross Initiative Program Lead
- f. Agency No: 44300
- g. Section Title: Office of Health Policy
- h. Employee Name: Vacant
- i. Work Location (City — County): Portland – Multnomah
- j. Supervisor Name: HPPM2 RHTP Program Manager (Vacant)
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☒ Exempt If Exempt: ☐ Executive ☐ Professional ☒ Administrative ☐ Computer
☐ Non-Exempt
- m. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all

regions and sectors of the state, including tribal governments to address: the equitable distribution or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Health Policy and Analytics Division is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with partners and communities to protect and promote the health of all Oregonians
- Seeking, learning from, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

The Health Policy and Analytics Division provides agency-wide policy development, strategic planning, and clinical leadership. The Division develops statewide delivery system technology tools to support care coordination, health system performance evaluation reports, and Coordinated Care Organization and delivery transformation support. The Division also develops and implements innovative approaches working with its partners to achieve the triple aim of better health, better care, and lower costs through the seven program areas within HPA.

The Office of Health Policy, within the Division of Health Policy and Analytics, leverages existing and new data resources to evaluate Oregon’s healthcare system and the performance of programs administered by the Oregon Health Authority. The office provides insights and

recommendations to agency leadership, the Governor, the Legislature, the Oregon Health Policy Board (OHPB), and other key partners in Oregon's health system transformation work.

The federal Rural Health Transformation Program (RHTP) will expand access to care, grow the healthcare workforce, modernize technology and data systems, and invest directly in community-driven prevention and wellness initiatives. The RHTP and this position are based in the Office of Health Policy. Broadly, the Office provides health policy analysis and development; coordinates strategic and implementation planning and evaluation to provide information needed for OHA policy development. It also provides staff and coordination support to the Oregon Health Policy Board. The Office of Health Policy will staff and manage RHTP and coordinate implementation of the 5-year program.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of the RHTP Cross Initiative Program Lead is to provide advanced programmatic leadership, high-level policy direction, and strategic oversight for Oregon's Rural Health Transformation Program (RHTP). The position holds primary responsibility of developing, implementing, evaluating, and continuously refining the statewide programmatic framework for disbursing federal funds to partners via grants and contracts in support of RHTP Initiatives. The position interprets and applies complex federal CMS requirements to develop Oregon's RHTP policies, develops programmatic frameworks and funding methodologies, analyzes state procurement statutes and researches the health needs of rural Oregon to design compliant and strategically aligned funding opportunities that advance Oregon's rural health objectives. Because federal funding and associated requirements will be renewed and updated annually, with the potential for substantial variance year-to-year, ongoing program development, strategic planning, and policy analysis are required to adapt statewide implementation approaches throughout the five-year lifecycle of the program and will be led by this individual.

The Cross Initiative Program Lead serves as OHA's senior program lead for the RHTP Policy and Program (P&P) Section. The employee advises the RHTP Manager for P&P and develops and leads implementation of the five RHTP Initiatives including:

1. Healthy Communities and Prevention;
2. Workforce Capacity and Resilience;
3. Technology and Data Modernization;
4. Regional Partnerships and System Transformation; and to a lesser extent,
5. the Tribal Initiative.

The position exercises delegated authority from RHTP leadership to establish programmatic frameworks, policy direction, and performance expectations for RHTP initiatives. In this capacity, the position develops program standards, guidance, and operational parameters that direct how implementing partners and internal OHA teams execute RHTP activities statewide. These programmatic frameworks establish consistent expectations across all RHTP initiatives and serve as the foundation for initiative leads to develop funding opportunities, administer awards, and implement program activities within their respective portfolios. The role also provides senior-level program analysis and strategic recommendations that shape agency policy decisions, federal negotiations, and statewide program implementation approaches.

The position ensures smooth coordination between P&P and the Operations Section broadly, but especially as it pertains to developing the funding opportunities available to partners and selecting award recipients. The Cross Initiative Program Lead exercises substantial independent judgment to develop cross-initiative implementation strategies, statewide program governance, funding methodologies, and policy recommendations. This position negotiates compliance approaches with the Centers for Medicare & Medicaid Services (CMS), resolves complex fiscal and regulatory issues, and secures necessary approvals to maintain federal funding. The role leads high-level engagement with OHA and RHTP executive leadership, the Office of Contracts and Procurement, legislative fiscal staff, and other external partners to mitigate risk, address audit or approval concerns, and ensure continued alignment with federal expectations.

As a strategic advisor to RHTP executive leadership, this position recommends policy adjustments, budget strategies, and contract structures that guide statewide implementation of nearly \$1 billion in projected federal funding over the five-year grant period. Decisions and recommendations made in this role directly affect CMS approval, statewide procurement strategy, fiscal integrity, and the long-term sustainability of Oregon’s rural health transformation efforts. The policy frameworks, funding methodologies, and implementation strategies developed by this position are applied across multiple RHTP initiatives and influence how OHA staff, contractors, and funded partners administer Rural Health Transformation Program investments throughout Oregon.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
45	N	E	Program Strategy, Initiative Development, and Policy Leadership Provides senior-level program leadership and strategic oversight for the design, implementation, and continuous improvement of the Rural Health Transformation Program (RHTP) initiatives. - Leads analysis of federal RHTP policy and develops Oregon’s program frameworks and policies in compliance with federal and state requirements and in alignment with the health needs of rural Oregon. - Provides programmatic leadership and policy direction to the staff managing each RHTP initiative, including Healthy Communities and Prevention, Workforce Capacity and Resilience, Technology and Data Modernization, and Regional Partnerships and System Transformation, by establishing consistent program

			standards, implementation expectations, and policy guidance across initiatives. • Advises the RHTP Manager for Policy and Program on program strategy, policy direction, implementation sequencing, and risk management affecting RHTP initiatives. • Develops policy and programmatic approaches that translate CMS requirements and federal funding expectations into viable statewide program structures, updated annually to align with evolving federal direction and available funding. • Identifies policy gaps, implementation barriers, and strategic opportunities affecting rural health system transformation and recommends programmatic or policy adjustments. • Leads strategic planning activities related to RHTP initiative implementation, including development of program goals, performance expectations, and accountability mechanisms that provide a consistent framework across RHTP initiatives. • Coordinates closely with the Operations Section to ensure program design, initiative requirements, and funding strategies are operationally feasible and aligned with procurement, fiscal, and administrative processes.
25	N	E	Funding Strategy, Award Design, and Program Governance Leads development of funding pathways and program governance structures that guide RHTP implementation. • Designs and recommends funding strategies, grant and contract structures, and programmatic requirements that align initiative objectives with CMS expectations and state policy. • Designs implementation models for diverse statewide proposals across multiple funding mechanisms, including evaluation of project feasibility, alignment with statewide health transformation goals, and cross-initiative integration. • Conducts research to ensure program standards for initiative implementation, including eligibility requirements, performance expectations, reporting structures, and evaluation criteria, are in alignment with statewide rural health priorities. • Provides programmatic oversight by evaluating whether RHTP awards and funding approaches align with program policy objectives and funding intent.

			• Reviews proposed scopes of work, project plans, and implementation approaches to ensure they support RHTP goals and comply with applicable federal and state requirements. • Works closely with the Operations Section to coordinate award development, solicitation design, and award management processes.
15	N	E	Program Performance Monitoring, Evaluation, and Strategic Analysis Conducts advanced program analysis and evaluation to inform leadership decision-making and program improvement. • Analyzes program performance data, implementation outcomes, and partner feedback to assess effectiveness of RHTP initiatives. • Identifies trends, risks, and emerging policy considerations affecting rural health systems and recommends programmatic adjustments. • Develops briefing materials, analytic reports, and policy recommendations for RHTP leadership and OHA executive leadership. • Synthesizes complex program information and external research to support strategic decision-making and long-term program sustainability. • Evaluates implementation across RHTP initiatives to identify opportunities for greater consistency, effectiveness, and alignment with statewide program objectives and CMS requirements.
10	N	E	Executive Coordination and Cross-Program Alignment Provides high-level coordination across RHTP initiatives and agency partners to ensure consistent program implementation. • Serves as a key advisor and coordination point for the RHTP Manager for Policy and Programs. • Facilitates collaboration among policy, fiscal, operational, and program staff to align initiative goals, funding strategies, and implementation timelines. • Leads cross-initiative coordination to promote consistent application of program policies, funding methodologies, and implementation standards across the RHTP initiatives. • Engages with internal and external partners including CMS, OHA leadership, and rural health partners to support program implementation and policy alignment.

5	N	NE	Program Consultation and Continuous Improvement - Provides technical consultation and program guidance to initiative leads, outcome stewards and agreement coordinators. - Identifies opportunities to improve program processes, governance structures, and funding mechanisms. - Contributes to development of program standards, tools, guidance, and best practices to support consistent implementation across RHTP initiatives.
---	---	----	--

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position is based in Portland, Oregon, with occasional travel required to Salem, rural communities across Oregon, and out-of-state locations for meetings or conferences related to the Rural Health Transformation Program.

The role involves frequent use of a computer for extended periods to prepare reports, develop spreadsheets, and manage program documentation.

Hybrid or remote work options may be available, subject to agency policy and operational needs.

Regular collaboration with diverse partner groups, including state and federal agencies, rural health providers, community organizations, and advocacy groups, is a core part of the role.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

Harassment-Free Workplace Policy, Reasonable Accommodation Policy and Procedures, Non-Discrimination Policy, Diversity Strategic Plan, OHA Standards & Guidelines for Cultural Competency and Gender Specific Services, State legislation involving health care to Oregonians, Oregon Revised Statutes (ORS), DAS and DHS Administrative Rules and Policies, and Administrator's manual and budget instructions, Titles XIX and XXI of the federal Social Security Act, Internal Revenue Code, federal Employee Retirement and Income Security Act, rules promulgated by the federal Department of Health and Human Services, Centers for Medicaid and Medicare Services; All policies, regulations and rules related to the CMS Rural Health Transformation Program cooperative funding agreement

b. How are these guidelines used?

This position will use these guidelines to ensure that OHA is complaint with all federal and state policies and guidelines throughout the implementation of Oregon's Rural Health Transformation Program cooperative funding agreement. The position provides valuable analysis which will enable top management to make decisions for the RHTP that align with OHA goals and priorities. Guidelines provide structure and guidance for performing job, which entails judgment and

independent reasoning.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Rural Health Transformation Program staff and leadership	Phone, email, virtual platform, in-person	Program strategy coordination, policy guidance, initiative implementation oversight, and grant coordination	Daily
External Project or Program Partners	Phone, email, virtual platform, in-person	Program coordination, policy interpretation, issue identification, documentation, and implementation follow-through	Daily/weekly
OHA staff members of local governments or other state agencies	Phone, email, virtual platform, in-person	Cross-agency coordination for statewide rural health initiatives, policy alignment, and program implementation	Weekly/ Monthly
Other State, Federal or municipal agency staff	Phone, email, virtual platform, in-person	Interagency coordination, information exchange, policy alignment, problem identification, documentation, and follow-through	Weekly/ Monthly
Federal program and grant officials	Phone, email, virtual platform, in-person	Coordination regarding federal program requirements, reporting, and program implementation	Monthly

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

The position exercises substantial independent judgment and delegated authority to establish programmatic frameworks, governance standards, and implementation strategies guiding Oregon's Rural Health Transformation Program (RHTP) Policy and Program Initiatives. The position determines appropriate policy, programmatic, and funding approaches and develops statewide program standards and implementation guidance to ensure initiatives align with federal requirements, state law, and OHA strategic priorities while promoting consistent implementation across all RHTP initiatives.

Working closely with RHTP executive leadership, the position analyzes complex policy, fiscal, and operational issues; identifies risks and tradeoffs; and recommends program direction, corrective actions, and strategic adjustments necessary to maintain compliance and achieve program goals.

The position also determines appropriate approaches for coordinating activities across program, fiscal, procurement, and external partners to ensure consistent implementation of RHTP initiatives and develops recommendations that guide program implementation across multiple initiative areas.

Decisions and recommendations made in this role directly affect statewide program implementation, federal compliance, funding strategy, and the successful execution of Oregon's Rural Health Transformation Program. The programmatic frameworks, funding methodologies, and implementation strategies developed by this position are applied across multiple RHTP initiatives and influence how program staff and partners implement Rural Health Transformation Program investments statewide.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
Health Policy and Program Manager 2	TBD	Phone, email, virtual platform, in-person	Weekly	Reduce barriers and identify work that may influence agency and statewide program goals.

SECTION 9. OVERSIGHT FUNCTIONS *(Supervisory positions only)*

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

- Excellent written and communication skills; ability to translate complex policy, fiscal, and programmatic information into presentations and comprehensive written guidance materials and tools.
- Demonstrated ability to operate with a high degree of independence while managing multiple, competing priorities in a fast-paced environment and advising leadership on strategic program decisions.
- Experience coordinating work across multiple divisions, agencies, or external partners without direct supervisory authority to advance complex program or policy initiatives.
- Skill in leading or influencing cross-functional work, including coordination with Procurement, DOJ, fiscal services, and program leadership to develop and implement program strategies and solutions.
- Familiarity of grant administration, procurement policy, and contract management practices for multi-year, multimillion-dollar agreements with compliance and significant fiscal implications.
- Ability to guide programs through the end-to-end process of moving from policy and program design and technical requirements to executed grant or contract awards.
- Ability to analyze complex technical, fiscal, and programmatic requirements and translate them into clear, compliant scopes of work, deliverables, and performance measures for contracts and grants.
- Strategic thinking and problem-solving skills to navigate evolving program requirements and rural health challenges and recommend programmatic or policy adjustments.
- Familiarity with CMS regulations, guidance, and reporting requirements and the ability to interpret and apply federal requirements to state policy development and program implementation. Proven ability to be flexible and agile to navigate changing conditions and shifting priorities.
- Knowledge of the health care system in Oregon, especially related to rural health care, preferred.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date



Appointing Authority Signature

08/10/2026

Date